



**Audit of Procedures for the  
Transmittal of Confidential Information  
to and from Regional Offices and Head Office**



**Audit and Evaluation Division**

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## **Introduction**

We have completed the audit of procedures for the Transmittal of Confidential Information (TCI) to and from the field, Regional Offices and Head Office, as requested by the Regional Operations Branch of Statistics Canada (SC). The purpose of this audit was to review and assess the new procedures introduced in the summer of 2000, and to provide assurance to management that these were being followed in the field, Regional Offices and in Head Office.

The audit was conducted between November 2000 and March 2001 in accordance with accepted Government of Canada Internal Auditing Standards. The audit examined and assessed compliance with the transmittal of confidential information procedures from the following perspectives: overall awareness and understanding of procedures; inner and outer packaging; shipment and receipt; tracing and notification of lost information. The audit criteria were based on the procedures specified in the Transmittal of Confidential Information booklets distributed in the summer of 2000. Techniques used in the conduct of the audit included: inspection; observation; inquiry; confirmation; computation; analysis; and discussion. These techniques were supported by an examination of a random sample of 47 individual shipments.

## **Summary Finding**

It is our opinion that the activities undertaken related to the transmittal of confidential information generally meet the provisions stated in the criteria for the audit, although opportunities for improvement have been identified in the area of packaging and shipping.

## **Action Statement**

The detailed audit findings have been communicated to the director of the Survey Operations Division. A relevant action plan has been put in place and the director will continue to monitor transmittal of confidential information activities.

